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TIGARD CITY COUNCIL  
MEETING

APRIL 15, 2003 6:30 p.m.

TIGARD CITY HALL  
13125 SW HALL BLVD  
TIGARD, OR 97223



PUBLIC NOTICE:

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead-time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting date by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

A G E N D A  
TIGARD CITY COUNCIL WORKSHOP MEETING  
APRIL 15, 2003

6:30 PM

1. WORKSHOP MEETING
  - 1.1 Call to Order - City Council
  - 1.2 Roll Call
  - 1.3 Pledge of Allegiance
  - 1.4 Council Communications & Liaison Reports
  - 1.5 Call to Council and Staff for Non Agenda Items
  
2. JOINT MEETING WITH THE INTERGOVERNMENTAL WATER BOARD –  
UPDATE ON LONG-TERM WATER SUPPLY
  - Staff Report: Public Works Staff
  
3. REVIEW OF SKATE PARK SITE CRITERIA
  - Staff Report: Public Works Staff
  
4. UPDATE ON THE COMMUNICATION PLAN
  - Staff Report: Public Works Staff
  
5. DISCUSSION ON DOWNTOWN LONG-TERM REDEVELOPMENT STRATEGY
  - Staff Report: Community Development Staff
  
6. UPDATE ON THE WASHINGTON COUNTY COOPERATIVE LIBRARY  
SERVICES (WCCLS) FUNDING FORMULA
  - Staff Report: Library Staff
  
7. COUNCIL LIAISON REPORTS
  
8. NON-AGENDA ITEMS

9. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

## 10. ADJOURNMENT

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AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 15, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on Long Term Water Supply

PREPARED BY: Dennis Koellermeier DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

Several significant events have happened since the last Council update affecting Tigard's efforts to secure a long term water supply. While this joint meeting w/ the Intergovernmental water Board was originally scheduled and anticipated to be the final recommendation to become a member of the Bull Run Regional group, that situation has changed. City staff will brief the Council and IWB on the most current information available regarding both our relationship with the City of Portland and our efforts to become members of the Joint Water Commission.

STAFF RECOMMENDATION

No action is recommended at this time.

INFORMATION SUMMARY

The City has been actively pursuing ownership in a long term source of water. Past and current Council goals, as well as the visioning process, have consistently directed the City in this direction. We currently are working on two projects to this end, one being the regionalization of the Bull Run system and the other being membership in the Joint Water Commission. The City of Portland has recently withdrawn their support of a regional agency at this time. The City of Tigard is currently dependant and will continue to be dependent on the Bull Run system to meet a portion of our water supply needs. Tigard, along with the other suburban wholesalers must now shift their focus to the negotiation of new wholesale contracts.

At the same time progress is being made in our efforts to gain membership into the Joint Water Commission (JWC). The current members of the Commission have directed their staff to negotiate the general terms under which Tigard would become a member. Tigard is currently requesting a membership that is based on the ability to obtain a firm four million gallons a day (4 mgd) supply from the JWC.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Current Council Goals and the Visioning document identify the desire to obtain a long term water supply.

ATTACHMENT LIST

N/A

FISCAL NOTES

N/A

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 15, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Skate Park Site Criteria Review

PREPARED BY: Dan Plaza, 2590 DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

ISSUE BEFORE THE COUNCIL

Shall Council review & consider potential City-owned sites and give staff direction on whether or not Council will allow a skate park to be built on one of the identified sites.

STAFF RECOMMENDATION

Staff recommends that Council give direction on whether or not Council will allow a skate park to be built on one of the identified sites.

INFORMATION SUMMARY

The Skate Park Task Force, created by the Mayor in 2001, has met many times over the past eighteen months. The highlight of the process thus far has been the development of a skate park design funded and approved by City Council. The facility can be built in three phases with the total square footage of the facility ranging from 15K-25K square feet. The biggest challenge so far has been identifying a site for the skate park. The Task Force has looked at public property and private property. The cost of private property is prohibitive and has caused the Task Force to focus on publicly owned properties. The Task Force and City staff have analyzed 12 different publicly owned sites. A matrix, setting forth 16 criteria, was developed to analyze the 12 publicly owned sites. Six of the sites are owned by the City and the other 6 sites are owned by either TTSD or CWS. Each of the TTSD or CWS sites are not available at the present time. The reasons range from an agency needing the property for future use and/or expansion purposes, too projected relocation costs being prohibitive or their proximity to residences. The six City-owned sites are: 1) parking lot area at City Hall, 2) Niche Building/parking area, 3) Cook Park, 4) Summerlake Park, 5) Public Works area and 6) Fanno Creek Park Extension area. Summerlake Park met with considerable resistance by the homeowners living in the area as did TTSD's Fowler School site on Tigard Street. The City Hall parking area, Nitch Building/parking area and the Public Works area were identified in January 2003.

The Skate Park Task Force met on April 2 to review the matrices. Many Fowler area residents, as well as Task Force members, were at the meeting. After considerable discussion the attendees unanimously endorsed the City Hall parking lot area as the preferred City-owned site. Their second choice is Cook Park. The Task Force still feels that the best site is the School District's Fowler Middle School property off Tigard Street. Of course, the Fowler area residents remain adamantly opposed to the Fowler Middle School site.

Another challenge for the Task Force will be fundraising once a site has been identified. Task Force Chair, Rich Carlson, has asked that the City-owned sites be brought before Council to ascertain if the City Council will allow a skate park to be built on any of the properties. For the record, it should be noted that Council "directed [staff] to

delete this item [skate park construction] from further consideration as a financial issue. If the skateboard park is to proceed, it will need to be funded entirely by donations and fundraising. No City money will be used to construct the park.” Rich Carlson has been notified of Council’s directive. The Task Force remains enthusiastic and they feel that the identification of a site would provide the impetus for a fundraising campaign sometime in the future when the economy improves and local governmental issues are resolved.

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#### OTHER ALTERNATIVES CONSIDERED

Do not build a skate park on City-owned property.

#### VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

City Council Goal #4 – Continue to implement the City Park Master Plan

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#### ATTACHMENT LIST

Attachment 1. – Dan Plaza Memo to Ed Wegner Re: Property Site Criteria Matrix

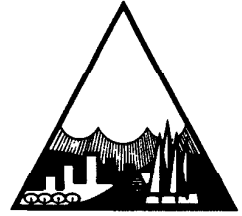
Attachment 2. - Aerial Photos of City Hall Parking Area and Cook Park


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#### FISCAL NOTES

No funds are budgeted for the construction of a skate park or for further site analysis.

# MEMORANDUM



TO: Ed Wegner  
FROM: Dan Plaza   
RE: Skate Park Site Criteria Matrix  
DATE: April 3, 2003

The purpose of the "Skate Park Site Criteria Matrix" was to set forth, in one document, an analysis of various City-owned, TTSD-owned and CWS-owned properties. Attached are the site criteria matrices for City-owned and non-City owned properties. I will be presenting these to the Task Force Committee on 4/2 and City Council on 4/15.

Based on previous experience with skate park feasibility analysis, and dialog with Task Force members and City representatives, important criteria were established as a basis for comparing potential skate park facility sites in Tigard. Sites analyzed included City-owned property and other public and private properties. The matrix sets forth 16 criteria used to objectively compare the potential sites. The 16 criteria are as follows:

- 1) Central Location within Tigard
- 2) High Visibility
- 3) Parking Availability
- 4) Restroom Availability
- 5) Off-site Conflicts
- 6) Acreage to support skate park and auxiliary facilities
- 7) Constructability-buildable land, able to handle staging area, utilities in place
- 8) On Public Property
- 9) Zoning
- 10) Allowed Use
- 11) Displaced Parking
- 12) Ownership
- 13) Availability
- 14) Are any Master Plans in place which need to be adhered to or modified

- 15) Expansion Possibility
- 16) Accessible to Public Transportation

The matrix is divided into two parts. One for City-owned property and a second for non-City-owned property.

**The City-owned properties are:**

- City Hall Parking Lot area (identified in January 2003)
- Nitch Building/Parking area (identified in January 2003)
  - Cook Park
  - Summerlake Park
- Public Works/Ash Street Dog Park (identified in January 2003)
  - New Library Building Site

**The non-City-owned properties are:**

- TTSD Bus Barn across the street from City Hall
  - TTSD Fowler School baseball field area
- TTSD Old Adm Bldg & School Site on Pacific Highway
  - TTSD Fowler School property on Tigard Street
  - CWS property near Tigard High School
  - CWS property at Durham Road area

As you know, the residents who live in the Summerlake Park vicinity were opposed to a skate park being built at the park. Also, the residents who live near the Fowler School site on Tigard Street were opposed. Further, the Mayor, early-on, expressed his desire to have a skate park built at a site other than Cook Park. Fanno Creek Park is not available due to greenspaces, natural areas, and wetlands, etc. Further, a skate park would not be compatible with Library use and programs.

None of the non-City-owned properties are available at the present time. The reasons range from an agency needing the property for future use and/or expansion purposes, projected relocation costs being prohibitive, or nearby resident concerns. It has also been determined that building a skate park on private property would be cost prohibitive. Also, a skate park is a non-allowable use in commercial and industrial zoning (except for temporary use, or if land is in a floodplain).

As you know, I am trying to set a meeting with you, Bill, Jim, Matt and me to review the matrix and aerial photos prior to the April 15 Council workshop. It is unknown, at this time, if the Task Force will make a recommendation to Council.

I believe it is important to note that Rich Carlson, Task Force Chair, wants to begin the process of obtaining the City's approval for building a skate park facility on a City-owned site. And, for the record, Rich has been notified that Council has given direction to staff that "...No City money will be used to construct the park."

## CITY OWNED PROPERTIES

Criteria Matrix--15K sq. ft. Skate Park	City Hall Parking Lot	Nitch Bldg	Cook Park	Summerlake Pk	PW-Ash St.	New Library Site
						Not available due to greenspaces, natural areas, wetlands, etc.
1) Central Location	yes	yes	no	no	yes	non-compatible with Library use and programs
2) High Visibility	yes	yes	no	yes	no	
3) Parking Availability	yes	yes	yes	yes	yes	
4) Restroom Availability	must build	must build	yes	yes	no	
5) Off-site conflicts with adjacent or nearby properties	possibly employees	employees	possibly w/ residents & park users	yes-residents	trial users & nearby business	
6) Acreage to support skate park and auxiliary facilities	yes	yes	yes	yes	yes	
7) Constructability-buildable land, able to handle staging area, utilities, etc. in place	yes	yes	yes	yes	yes	
8) On Public Property	yes	yes	yes	yes	yes	
9) Zoning	CBD	CBD	R12/R4.5	R12(pd)/R4.5(pd)	CBD	
10) Allowed Use	yes	yes	yes	yes	yes	
11) Displaced Parking	yes	yes	perhaps basketball, soccer, volleyball & parking	no	yes	
Displaced Other	no	Nitch bldg		no		
12) Ownership	City	City	City	City	City	
13) Availability	2-years	5-10 years	permitting	permitting	4-5 years	
Time of Availability	Possibly in '04 or '05		1yr (+ or -)	1 year (+ or -)		
14) Any Master Plans in place which may need to be modified	yes, synced with Library move and rehab of old Library building	yes, tied to Library move & rehab	yes, CWS setbacks, Cook Park Master Plan	yes	yes	
15) Expansion Possibility	no				possibly	
to 20K		no	no	yes		
to 25K		no	no	yes		
16) Accessible by Bus	yes,	yes	yes, on Hall Blvd near Durham Road	?	no	
Comments:		adjustment necessary for network services	CWS-vegetated corridor (50' now, will be 125')		purchase Miller property? - Ash Street extension & wetland	

NON-CITY OWNED PROPERTIES

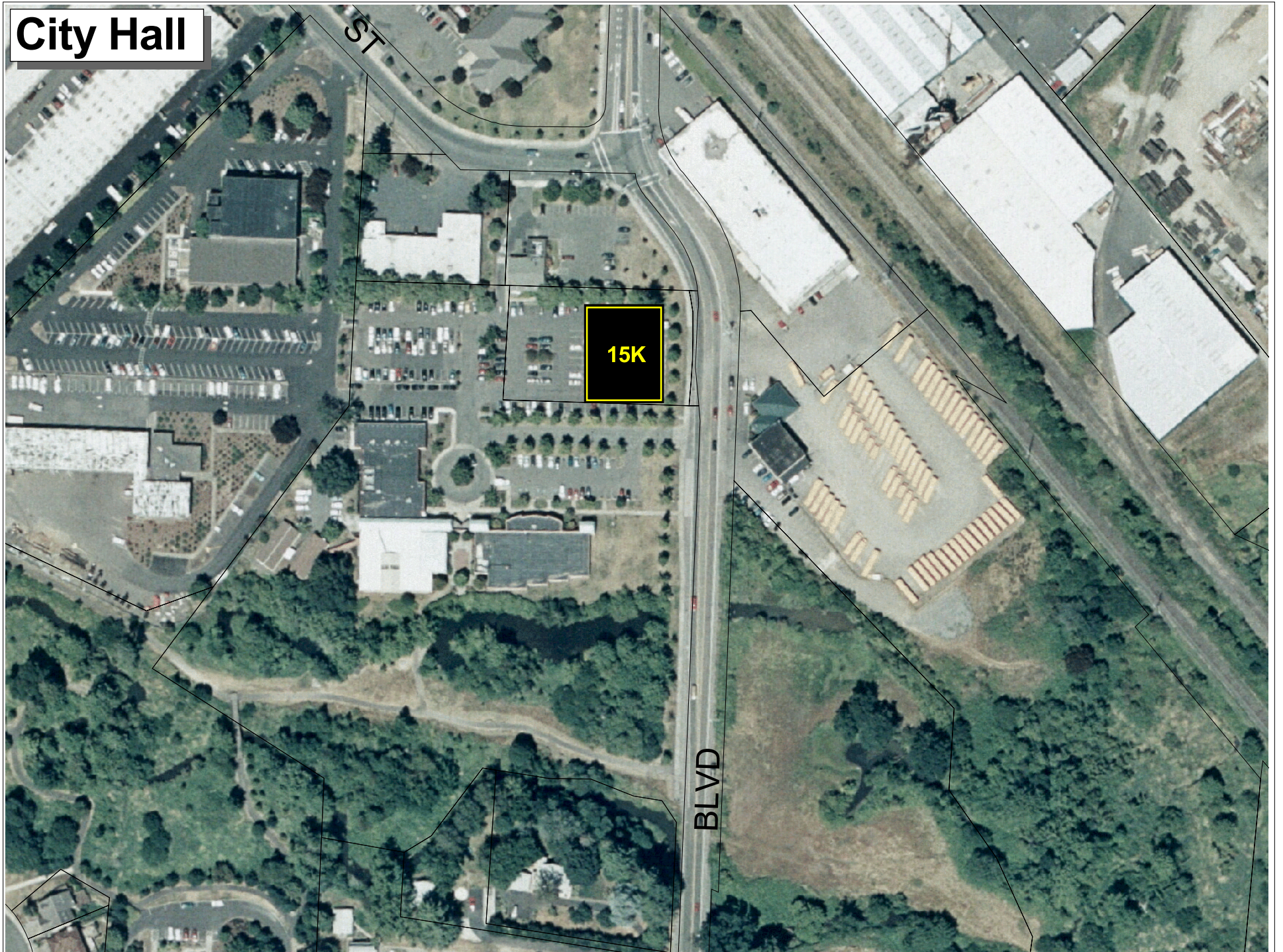
Criteria Matrix--15K sq. ft. Skate Park	Bus Barn	Fowler Baseball Field	TTSD Old Adm Bldg & School Site	Fowler-Tigard St	CWS near TTSD	CWS@Durham	Washington Square Regional Center & Private Property in general
1) Central Location	yes	yes	yes	yes	no	no	Not feasible due to prohibitive land costs, zoning, etc. A Skate Park is a non-allowable use in commercial and industrial zoning (except for temporary use and if land is in a floodplain)
2) High Visibility	possible	questionable	depends on location	yes	no	yes	
3) Parking Availability	limited	questionable	possible	yes	no	yes	
4) Restroom Availability	must build	must build	may exist	yes	must build	must build	
5) Off-site conflicts with adjacent or nearby properties	unlikely	(teachers more than likely will be strongly opposed)	yes-residents would likely oppose	Yes, residents and some teachers	possibly CWS & TTSD employees	possibly CWS employees	If a landowner is willing to donate land the area may be considered
6) Acreage to support skate park and auxiliary facilities	no	yes	questionable	yes	no	yes	
7) Constructability buildable land, able to handle staging area, utilities, etc. in place	question-able	yes	questionable	yes	no	yes	
8) On Public Property	yes	yes	yes	yes	yes	yes	
9) Zoning	1L	R4.5	R12	R4.5	1P	?	
10) Allowed Use	?	yes	CUP	yes	?	?	No, if zoned industrial or commercial
11) Displaced Parking	yes	no	unknown	no	no	no	
Displaced Other	yes, bus spaces	softball field, open turf area	unknown	open space	?	fountains, etc	
12) Ownership	TTSD-leased out	TTSD	TTSD	TTSD	CWS	CWS	
13) Availability Time of Availability	No	No, needed for possible future expansion	Doubtful, will save cafeteria/gym/stage/kitchen/lunchroom)	TTSD willing to reconsider at a later date 1 year (+ or -)	No, needed for future use	No	
14) Any Master Plans in place which may need to be modified	TTSD	yes	yes	no	n/a	yes, need for future use	
15) Expansion Possibility to 20K to 25K	no	unknown	no	yes	no	n/a	
16) Accessible by Bus	yes	no	yes	yes	yes	yes	
Comments:	TTSD relocation costs are prohibitive		valuable land & major demolition costs				

**City Hall**

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**15K**

BLVD



# Cook Park



AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF 4/15/02

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Communication Plan Update

PREPARED BY: Elizabeth Newton DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

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ISSUE BEFORE THE COUNCIL

An update on the city's communication efforts.

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STAFF RECOMMENDATION

No recommendations are contained in this report. Information only.

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INFORMATION SUMMARY

This is an update on the city's major communication efforts: The new Focus on Tigard program, Communication Plan, press releases, Community Connectors, cable television, *Cityscape*, the web site, the Goal Guide, and the TVTV Bulletin Board.

The City received the Good Governance Award for large cities from the League of Oregon Cities in November at the state conference. The City was recognized for its communication efforts in connecting with citizens.

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OTHER ALTERNATIVES CONSIDERED

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VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Community Character and Quality of Life Goal 1, Strategy 1, "Improve communication about all aspects of the city's business."

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ATTACHMENT LIST

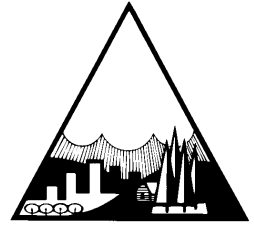
- April 1, 2003, memorandum from Liz Newton regarding the "Update on the City's Communication Efforts."

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FISCAL NOTES

None

# MEMORANDUM



TO: Honorable Mayor and City Council Members

FROM: Liz Newton, Assistant to the City Manager

RE: Update on the City's Communication Efforts

DATE: April 1, 2003

As Council may recall, the City of Tigard was awarded the Good Governance award by the League of Oregon Cities at the state conference last November. The City was recognized for its communication efforts in connecting with citizens. Staff is proud of the award but recognizes that our communication efforts with citizens can always be expanded and improved.

This memo provides an update of the status of many of the tools used to communicate with citizens and promote their involvement in community issues.

## Focus on Tigard

At Council's last discussion of the City's communication, councilors concurred with staff's recommendation to discontinue the CIT format and begin producing monthly informational programming to air in the CIT time slot.

"Focus on Tigard" was produced and aired for the first time in February. The focus that month was on long-term water. Ed Wegner and Dennis Koellermeier were joined by representatives from the City of Portland and the Joint Water Commission to present a complete picture on the long-term water supply issue.

The focus in March was on the downtown commuter rail project. Beth St. Amand and Barbara Shields presented information about the commuter rail program and process.

The focus in April will be on code enforcement and the new citation process. Court Manager Nadine Robinson will moderate a discussion that will include Code Compliance Specialist Christine Darnell and Municipal Judge Michael O'Brien. Announcements on city programs and upcoming events start each Focus production.

The Focus on Tigard format involves less staff time overall. The taped to air format allows staff more flexibility in format and media. Staff is also able to do more preparation in advance since there are no questions from an audience during the presentations.

The department communicators serve as the group that selects and schedules “Focus on Tigard” topics. If council members have ideas for topics, please let me know.

#### Communication Plan

The department communicators are scheduled to discuss an update of the communication plan at their meeting on April 14.

At that meeting the communicators will also present their department's web page information. The group will also discuss the importance of including a communication plan element for all proposed programs and projects. This plan could be a simple list of communication tools that will be used and their target audience or, in the case of a large multi-year program or project, the plan may be several pages. For example, the library prepared a very comprehensive communication plan to get information out on the bond levy. The benefit of preparing a communication plan is for staff to be proactive on how, when, and to whom to get information out. City councilors should expect to see information on communication plans in future City Council agenda packet materials.

#### Press Releases

Staff continues to fax at least one press release per week to newspapers regarding a current issue, event, or program. An average of 85% were printed each month from November through February.

#### Community Connectors

Regular communications continue. Three new connectors were added since the last report to Council. One in the Three Mountains subdivision on Bull Mountain, one on Tigard Street near Fowler Middle School, and former City Councilor Ken Scheckla.

A higher priority still needs to be placed on enlisting more connectors. The community connector program will be the administration department's focus at the community outreach meetings in April and May.

#### Cable Television

The Network Services Division allocates .5 FTE to cable television productions. That resource is able to produce two council meetings per month, the Focus on Tigard, and four other special programs per year with the assistance of some volunteers. Staff is exploring options for training additional city employees and volunteers to expand the city's cable program production capacity.

#### Cityscape

Options for reducing the cost of producing and distributing the *Cityscape* have been presented as part of the budget discussions. Options include going back to one color and reducing the number of issues printed each year. Meanwhile, staff is exploring less expensive printing options.

### Web site

The City continues to add new features to the web page. In addition, over the last three months, all City departments have done extensive reviews of the information they post on the web to determine if more or different information should be included and to ensure information posted is current. Visits to the web site have increased since October from just 27,210 to 30,703 per month.

### Goal Guide

The Goal Guide publication has been discontinued since information on the progress on council goals is now available on the City's web page.

### Bulletin Board

City Councilors may have noticed a "new look" for the information that airs over the TVTV Bulletin Board. Yes, Tigard's looks different from other jurisdictions thanks to Nancy Lof of the City's staff. Nancy worked with TVTV to design the new look for Tigard. We're hoping to incorporate photos soon!

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 15, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Discussion on Downtown Long Term Redevelopment Strategy

PREPARED BY: Barbara Shields DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

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ISSUE BEFORE THE COUNCIL

Discussion and review of Downtown Long Term Redevelopment Strategy.

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STAFF RECOMMENDATION

Information only.

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INFORMATION SUMMARY

At the April 16, 2002 meeting, Council directed staff to move forward with the planning effort to evaluate a range of opportunities associated with the impacts of the commuter rail within the context of the overall planning effort for downtown Tigard. A commuter rail train system would carry commuters from Wilsonville to Beaverton. As part of this system, Tigard would have a station in downtown and one located within the Washington Square Regional Center.

Three public meetings, attended by both downtown business and property owners, were held between May and August. Initially, the activities of the downtown group were focused on the informational aspect on the commuter rail operations, including station design and traffic circulation elements. As a result of these meetings, the downtown group determined that the objective of the present planning effort is to develop an implementation program, which would identify the type and scope of infrastructure improvements needed to enhance the station design and the area in the vicinity of the station.

In November 2002, City Council appointed a 12-member Downtown Task Force charging the group with three main objectives:

1. work closely with Washington County and Tri-Met to influence the station's design;
2. examine Downtown traffic infrastructure improvements; and
3. develop a workplan to address revitalization and economic development needs in Downtown.

On March 25, 2003, City Council accepted and endorsed by resolution the Downtown Task Force's recommendations for the station design, which signified completion of task 1.

At the April 15<sup>th</sup> workshop, City Council will review a general approach for the overall redevelopment strategy. The proposed strategy involves three major phases (Attachment 1):

Phase 1: Preparation of Assessment Report. The objective of the assessment report would be to build a comprehensive factual base related to the downtown area (Attachments 2 and 3).

- Phase 2: Preparation of Downtown Revitalization/Redevelopment Plan. The objective of the redevelopment plan would be to develop strategies for infill and redevelopment in the downtown area and identify key infrastructure improvements as downtown revitalization catalysts. This phase would involve a possibility of a Transportation and Growth Management (TGM) grant to prepare a redevelopment plan (Attachment 4). TGM applications are due May 23, 2003 for the 2003-2005 biennium.
- Phase 3: Preparation of Downtown Infrastructure Implementation Program. New Title 6 of Metro's Functional Plan directs local jurisdictions and Metro to develop individual strategies to enhance each 2040 Center. The main objective of this phase would be to develop a logical and realistic improvement program to stimulate redevelopment strategies in the downtown area.

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#### OTHER ALTERNATIVES CONSIDERED

None.

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#### VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Community Character and Quality of Life Goal #3: Provide opportunities to work proactively with the Tigard Central Business District Association (TCBDA) business and property owners and citizens of Tigard to set the course for the future of the Central Business District.

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#### ATTACHMENT LIST

- Attachment 1: Downtown Long Term Redevelopment Strategy, Chart  
Attachment 2: Scope of Downtown Revitalization Assessment Report  
Attachment 3: Downtown Task Force 2003 Meetings  
Attachment 4: Redevelopment Plan: TGM Grant and No TGM Grant Alternatives

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#### FISCAL NOTES

N/A

# Downtown Long Term Redevelopment Strategy

Phase	Scope of Activities	Timeline
<b>1</b>	<b>Assessment Report</b>  <b>Objective:</b> Build Task Force /Council factual base on Downtown	<b>June '03- Dec. '03</b>
<b>2</b>	<b>Downtown Revitalization Plan (TGM grant)</b> <b>Strategies to encourage infill and redevelopment in Downtown:</b> <ul style="list-style-type: none"> <li>■ Land Uses and Zoning</li> <li>■ Multi-modal circulation improvements (pedestrian, transit, neighborhoods)</li> <li>■ Public and potential private investments</li> <li>■ Design characteristics suitable for Downtown</li> </ul> <b>Objective: Correlate/identify infrastructure improvements (mainly transportation) as downtown revitalization catalysts (i.e., Hwy. 99W, Main Street)</b>	<b>Jan. '04- July '05</b>
<b>3</b>	<b>Downtown Revitalization/ Implementation Program</b> <ul style="list-style-type: none"> <li>■ Will meet new Title 6 Functional Plan requirements to enhance 2040 Centers (Town Center)</li> </ul> <b>Objective: Develop improvement program to transition from “vision to reality” for Downtown Tigard-specific urban densities</b>	<b>Aug. '05- Dec. '07</b>

# Downtown Revitalization Assessment Report

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## 4 AREAS:

### 1 Regulatory

- Context (City and Metro)
- Central Business District, Town Center

### 2 Land Use

- Commercial, Industrial, Residential
- Existing Design

### 3 Transportation

- Transportation System Plan (TSP)
- Auto, Bus, Pedestrian, Rail, Bike
- Parking

### 4 Economic Indicators

**Others:** Study Area Profile  
Previous Efforts  
Asset Mapping

# Downtown Task Force

## 2003 Meetings

April	-Work Program
May	-Pedestrian/Circ. -Previous Efforts
June	Regulatory Context
July	Land Use
August	No meeting this month
Sept.	Transportation
October	-Asset Mapping -Economic
Nov./Dec.	Discuss Work Plan Items
Jan.	Final Work Plan Priorities

# Redevelopment Plan

Attachment 4

## With TGM City/Consultants

## No TGM City Only

### Scope

Comprehensive Assessment of Correlation between Economic Development, Land Use Regs., Infrastructure \$\$

General Redevelopment;  
No Economic Analysis;  
Limited Transportation Analysis

### Available Expertise

Multi-Disciplinary Team to Fully Assess Land Use, Design, Economic Potential

General Land Use, Development and Regulations;  
No Architectural and Economic Expertise

### Time

One Year

One Year

### Budget Impact

State = Consultant \$\$  
City = 12% General Fund Match; Staff Time

General Fund;  
Staff Time

AGENDA ITEM # \_\_\_\_\_  
FOR AGENDA OF April 15, 2003

CITY OF TIGARD, OREGON  
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on the Washington County Cooperative Library Services funding formula.

PREPARED BY: Margaret Barnes DEPT HEAD OK \_\_\_\_\_ CITY MGR OK \_\_\_\_\_

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ISSUE BEFORE THE COUNCIL

Additional discussion of the funding formula for Washington County Cooperative Library Services (WCCLS).

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STAFF RECOMMENDATION

The purpose of this presentation is to provide City Council information on the funding formula.

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INFORMATION SUMMARY

Both in 2001 and 2002 staff presented information to the Council concerning the WCCLS funding formula. For Fiscal Year 2002/03 and FY 2003/04 the current funding formula was slightly amended rather than finalizing a new formula. Analysis and discussions have been ongoing for the past 18 months to develop a formula that is acceptable for all members of WCCLS.

In FY 2001/02 approximately 65% of the Tigard Library's operational budget was funded by monies received from the County based on the funding formula. Currently, different formulas are being developed by WCCLS to present to the member jurisdictions this spring.

At this time, staff is prepared to update City Council on this process.

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OTHER ALTERNATIVES CONSIDERED

N/A

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VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

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ATTACHMENT LIST

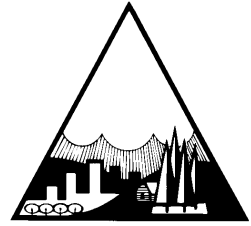
N/A

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FISCAL NOTES

N/A

# MEMORANDUM



TO: Honorable Mayor and City Council

FROM: Margaret Barnes, Library Director

RE: WCCLS Reimbursement Formula

DATE: April 7, 2003

C: Bill Monahan, City Manager

Each year, the City receives a reimbursement from Washington County Cooperative Library Service (WCCLS) for library services. This funding is based on a formula, which is agreed upon by all the members of the Cooperative. The funding from WCCLS is used by the City for library operations. Historically, the formula was linked to the three-year serial levy. Every three years the formula was reviewed and agreed upon by all member jurisdictions. In FY2001-02, after the three-year serial levy ended, member libraries began to re-evaluate the formula to determine whether to restructure the method of reimbursement. The Cooperative Library Advisory Board (CLAB) was unable to reach agreement on a new formula. Instead, the CLAB recommended the institution of a one-year extension. This amendment was the basis for the payments received for FY 2002-03.

During FY 2002-03 CLAB conducted additional discussions and analysis to recommend a new formula. WCCLS contracted with a consultant to work with CLAB to recommend a new formula acceptable to all parties. In December 2002 the CLAB accepted a new formula that is problematic for a number of libraries, including Tigard. In January 2003 CLAB recommended instituting the current formula for FY 2003-04 only. The attachments describe the distribution of funds for FY 2003-04, as well as the criteria used to determine the reimbursement for each library.

For FY 2002-03 Tigard received \$1,237,470 in reimbursement funds. With the failure of the WCCLS operational levy last fall, the projection for Fiscal Year 2003-04 is \$1,092,520, an 11.7% decrease from FY2002-03. It is also less than the FY 2001-02 reimbursement which, was \$1,199,259. In FY 2000-01 the City received \$1,223,991. These figures indicate a consistent decline in the level of reimbursement the City is receiving from WCCLS.

The current reimbursement formula (which is in place for only FY 2003-04) relies heavily on the circulation of items as a basis for reimbursement. The member jurisdictions are currently working to develop an acceptable formula. Tigard and other cities have recommended new criteria for inclusion in the formula. The goal is to

develop a formula that more accurately represents the changing nature of library services. WCCLS has contracted with a consultant to assist with the resolution of the formula. In May the consultant will present several different formula options for review by WCCLS members.



**WASHINGTON COUNTY**  
**Cooperative Library Services**  
 CONNECTING PEOPLE BOOKS AND RESOURCES

Exhibit A - Public Library Services Agreement

Formula Weighting Factor Input Area	
Reimbursable Circulation	70.0%
Volumes Added	5.0%
Collection Expenditures	5.0%
Full Service Facility Weekly Hrs Open	5.0%
Internet Public Access Technology	5.0%
Adult/Youth Program Attendance	2.5%
Service Population	5.0%
Reference Transactions	2.5%

Library	Enhanced Formula 2003-04	Payments Received in 2002-03	Comparison of 03-04 to 02-03 Increase(decrease)		One-time Adjustment for 03-04*	Comparison after adjustment Increase(decrease)	
			\$	%		\$	%
Banke	\$ 90,891	\$ 73,735	\$ 17,156	23.27%	\$ 73,735	\$ -	0.00%
Beaverton	2,625,958	2,948,570	(322,612)	-10.94%	2,625,958	(322,612)	-10.94%
Cedar Mill	1,474,289	1,658,166	(183,877)	-11.09%	1,474,289	(183,877)	-11.09%
Cornelius	111,951	99,982	11,969	11.97%	99,982	-	0.00%
Forest Grove	421,555	449,905	(28,350)	-6.30%	421,555	(28,350)	-6.30%
Garden Home	227,735	206,311	21,424	10.38%	206,311	-	0.00%
Hillsboro	2,475,548	2,887,366	(411,818)	-14.26%	2,558,955	(328,411)	-11.37%
Sherwood	305,035	318,211	(13,176)	-4.14%	305,035	(13,176)	-4.14%
Tigard	1,092,520	1,237,470	(144,950)	-11.71%	1,092,520	(144,950)	-11.71%
Tualatin	607,730	574,872	32,858	5.72%	574,872	-	0.00%
West Slope**	306,788	376,782	(69,994)	-18.58%	306,788	(69,994)	-18.58%
<b>Totals</b>	<b>\$ 9,740,000</b>	<b>\$ 10,831,370</b>	<b>\$ (1,091,370)</b>	<b>-10.08%</b>	<b>\$ 9,740,000</b>	<b>\$ (1,091,370)</b>	<b>-10.08%</b>

Allocation Available: \$ 9,740,000

\* Per CLAB, on December 4, 2002, a one-year adjustment, for the 2003-04 fiscal, will be made whereby no library will receive more than received in the 2002-03 fiscal year. Any amount allocated to a library through the Enhanced Formula that exceeds that library's 2002-03 payment will be used to reduce the City of Hillsboro loss. \*\*West Slope expects to receive a fire insurance adjustment to offset lost circulation revenue.

Allocation of Performance Indicators									
Library	Reimbursable Circulation	Volumes Added	Collection Expenditures	Full serv Facility Wkly Hours Open	Internet Public Access Technology	Adult/Youth Program Attendance	Service Area Population	Reference Transactions	Total Enhanced Services
Weight - %	70.0%	5.0%	5.0%	5.0%	5.0%	2.5%	5.0%	2.5%	100.0%
\$ to Allocate	\$ 6,818,000	\$ 487,000	\$ 487,000	\$ 487,000	\$ 487,000	\$ 243,500	\$ 487,000	\$ 243,500	\$ 9,740,000
Banks	\$ 37,229	\$ 8,929	\$ 2,771	\$ 24,868	\$ 7,379	\$ 3,208	\$ 5,083	\$ 1,425	\$ 90,891
Beaverton	1,839,943	127,390	165,266	49,045	213,985	63,925	115,011	51,393	2,625,958
Cedar Mill	1,127,151	63,553	56,086	42,828	56,571	54,425	49,028	24,646	1,474,289
Cornelius	42,424	5,330	3,366	31,776	9,838	4,745	12,184	2,288	111,951
Forest Grove	266,268	28,331	23,039	42,828	14,758	10,223	27,378	8,730	421,555
Garden Home	158,055	9,120	7,048	35,230	2,460	6,289	6,242	3,292	227,735
Hillsboro	1,781,987	121,728	118,282	88,420	100,843	31,304	154,032	78,952	2,475,548
Sherwood	203,085	14,408	12,176	41,447	4,919	7,963	17,217	3,820	305,035
Tigard	765,315	54,810	58,907	47,664	31,975	31,535	64,829	37,485	1,092,520
Tualatin	396,174	35,045	30,112	44,901	36,894	21,526	24,414	18,663	607,730
West Slope	200,371	18,357	9,947	37,993	7,379	8,356	11,582	12,804	306,788
TOTAL	\$ 6,818,000	\$ 487,000	\$ 487,000	\$ 487,000	\$ 487,000	\$ 243,500	\$ 487,000	\$ 243,500	\$ 9,740,000
Audit Check	\$ 6,818,000	\$ 487,000	\$ 487,000	\$ 487,000	\$ 487,000	\$ 243,500	\$ 487,000	\$ 243,500	\$ 9,740,000
Audit Check Error	-	-	-	-	-	-	-	-	-
Amount per Value	\$ 1.08	\$ 2.99	\$ 0.25	\$ 690.78	\$ 2,459.60	\$ 2.31	\$ 1.07	\$ 0.09	

Source:	A WCCLS	B WCCLS	C OSL Part 4 #4.10	D1 OSL Part 6 #6.22	E OSL Part 8 #8.7	F OSL Part 6 #6.31; #6.33	K WCCLS	G OSL Part 6 #6.29
To calculate FY 03-04 payment:								
Library	Adjusted Reimbursable Circulation 2002	Vols Added FY01-02	Collection Expenditures FY01-02	Full service Facility Wkly Hours Open FY01-02	Internet Public Access Technology FY01-02	Adult/Youth Program Attendance FY01-02	Service Area Population FY01-02	Reference Transactions FY01-02
Banks	34,539	2,987	11,017	36	3	1,388	4,757	1,976
Beaverton	1,707,016	42,617	657,147	71	87	27,656	107,643	71,246
Cedar Mill	1,045,720	21,261	223,016	62	23	23,546	45,887	34,167
Cornelius	39,359	1,783	13,385	46	4	2,053	11,403	3,172
Forest Grove	247,031	9,478	91,608	62	6	4,423	25,624	12,103
Garden Home	146,636	3,051	28,024	51	1	2,721	5,842	4,564
Hillsboro	1,653,247	40,723	470,323	128	41	13,543	144,164	109,451
Sherwood	188,413	4,820	48,415	60	2	3,445	16,114	5,296
Tigard	710,025	18,336	234,233	69	13	13,643	60,676	51,966
Tualatin	367,552	11,724	119,736	65	15	9,313	22,850	25,873
West Slope	185,895	6,141	39,552	55	3	3,615	10,840	17,750
TOTALS	6,325,433	162,921	1,936,456	705	198	105,346	455,800	337,564